



**DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND (AETC)
DETACHMENT 2 336 TRS**

MEMORANDUM FOR ALL 336 TRS DET 2 PERSONNEL

FROM: 336 TRS DET 2/CC

Subject: Detachment Leave and Extended Limits Policy

1. The following paragraphs outline extended limit and leave procedures for all Non-Prior Service (NPS) Students:

- a. The extended limits program affords NPS students in phase III to travel outside the local area of Fort Meade. Extended limits are not a right but a privilege that must be earned by each member who wishes to participate in the program. Behavior, ability to pass inspections and evaluations, and all around good military order will be evaluated during the approval process.
 - (1) The local area is defined as a 25-mile radius from outside Ft Meade gates
 - (2) Any travel 26 miles to 200 mile radius must have a signed extended limit form (locally produced), AETC Form 29B and have a safety briefing prior to departure from the local area.
 - (3) No Airman will depart before 0600 or after 1300 on a duty day if taking leave or PCSing
 - (4) If departing the following non-duty day, Airmen will have a curfew that affords at least 8 hours of rest prior to departure and will not depart earlier than 0600.
 - (5) NPS single or unaccompanied Airmen will not rent or visit on-or off-post lodging, housing, or apartments. EXCEPTION: Airmen in Phase III may visit on or off-post lodging, housing, or apartments with written approval of the commander.
 - (6) Extended limits may not exceed 96 hours in duration. (Example: Leave must be taken during Christmas/New Year Holiday Exodus).
 - (7) NPS Airman will be back for the 1900 hr formation on the evening prior to the next duty day so accountability can be accomplished.
- b. IAW AETC 1 36-2216 7.26. NPS Airmen are not normally authorized to take ordinary leave (EXCEPTION: Holiday Exodus.) In rare circumstances, the detachment commander may approve leave for Airman in all phases. When leave is authorized, Airmen will receive a pre-departure safety briefing, which will be documented on AETC Form 29B. This Pre-departure Safety Briefing (AETC Form 29B) is prescribed in AFI 91-202 AETCSUP and the US Air Force Mishap

"FOUO. This document contains information exempt from mandatory disclosure under the FOIA. Exemption, U.S.C. 552 (b) (6) applies. This document also contains personal information that is protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure."

Prevention Program. Refer to that publication for guidance on filling out the form.)
Note: While on leave for Holiday Exodus, Airmen in Phases I and II will not accrue calendar days toward phase progression.

- c. IAW AFI 36-3003 6.1.3.4 Member will be charged leave when attending AETC formal schools that close for the Christmas and New Year's Day holidays. They will not be charged leave if they perform authorized duty at the TDY site or report for approved duty to their home station during holiday periods. When their permanent duty station commanders concur, members may return to the home station to perform duty. If so, entitlement to allowances prescribed in JFTR, paragraph U4130, may apply. See AFR 177-103, Travel Transactions at Base Level, chapter 4.

2. The following paragraph outlines leave requirements for all DET 2 Staff and Prior Service Students:

- a. All personnel will be on leave if it is a normal duty day or wish to travel 351 miles or further on a non duty day (weekend or family day). Any distance up to 350 miles does not require a leave form, and it is the member's responsibility to be present for duty on the next normal duty day. Failure to report for duty at the prescribed time could result in disciplinary action. If you are beyond the 350 mile distance and not on leave and an incident occurs the member could be held responsible for both violations.
- b. It is mandatory that Prior Service and Officer Students in training complete an AETC form 29B and email/fax to Det 2 Personnel office NLT 2 days prior to leaving the local area. These actions will aide us if we need to start looking for you because you did not return at your scheduled time.
- c. Accountability of Prior Service Students will be maintained by Air Force Detachment 2. Students are responsible for attendance at mandated training events and timely attendance of DINFOS classes.

3. Any further questions can be directed to the DET 2 336 leave monitor, SSgt Pearsall.


NATASHA N. PORCHER, Capt, USAF
Commander, Det 2, 336 TRS

Drivable radius map

[M]ain [B]log [P]rojects [A]bout me [R]eturn [G]oodbye

This map gives an estimate on where you can go, assuming you are driving there. The red circle has a radius of the specified distance. The green shaded area is the area you could reach, by road, without driving further than the specified distance.

I personally use this to figure out how far I can go without needing to fill up my gas tank.

Search:



start: 6401 Zimbrowski St, Ft Meade, MD 20755

radius: 25 miles / 40.25 km

Go! Clear

Find Detailed Maps-
Database Road Maps
Reports, & More
mytrafficmaps.net
Map Your Network
Map & Discover your
Network in Minutes
Qualys Free Map!
NetworkMap.qualys.com

Drivable radius map

[M]ain [B]log [P]rojects [A]bout me [R]eturn [G]oodbye

This map gives an estimate on where you can go, assuming you are driving there. The red circle has a radius of the specified distance. The green shaded area is the area you could reach, by road, without driving further than the specified distance.

I personally use this to figure out how far I can go without needing to fill up my gas tank.

Search:



start: 6401 Zimbrowski St, Ft Meade, MD 20755
 radius: 350 miles / 563.5 km
[Go!](#) [Clear](#)

Find Detailed Maps &
 Directions Road Map
 Traffic Reports, & M
[mytrafficmaps.net](#)

Driving Distance Be
 Search multiple engi
 driving distance betw
[www.webcrawler.com](#)